

SENIOR LAND USE SPECIALIST

FUNCTION OF THE JOB

Under supervision, to perform senior level professional work involving the interpretation and enforcement of County zoning and land division ordinances, to approve zoning permit applications, to provide technical information to the public on zoning, planning, and land division matters, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides technical information and other assistance to state and local officials and the public concerning zoning ordinances, land division laws, land use planning, and other related land use regulations.
2. Reviews, researches, and approves zoning permits and variance applications which are in conformance with the County zoning ordinances.
3. Provides technical assistance and prepares recommendations for presentation to the Board of Adjustment on appeals.
4. Arranges, conducts, and attends public hearings; and researches and prepares written findings of fact and recommendations on zoning ordinance amendments, conditional uses, and Board of Adjustment cases.
5. Maintains plat and certified survey map records and coordinates subdivision plat submittals to appropriate agencies for their review and approval.
6. Performs preliminary and final review of land divisions in accordance with applicable codes and ordinances; prepares recommendation regarding approval, and corresponds such findings with appropriate agencies, developers, and surveyors.
7. Performs field inspections to review and report on conditional uses, Board of Adjustment cases, and zoning permits; and to ensure construction complies with approved plans.
8. Investigates complaints or allegations of zoning violations, determines compliance and appropriate corrective action, issues citations when necessary, and monitors correction of violations.
9. Issues reports and corresponds with parties to comply with zoning ordinances and land use plans, and/or to alter the structure or site to comply with the ordinance or plan.
10. Appears as a witness in an appeal hearing or court regarding violations of land use codes and regulations.
11. Answers inquiries from the public regarding community and land use planning and zoning regulations.
12. Assists staff in the preparation of studies on current and long range land use projects.
13. Prepares and presents reports and recommendations to the management staff.
14. Establishes and maintains effective working relationships with state and local agencies, officials, engineers, surveyors, developers, and the public.
15. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of applicable laws, codes, and ordinances governing land use planning, land division, and zoning.
2. Considerable knowledge of modern principles and practices of land use planning, zoning, and subdividing and other related land use matters.

QUALIFICATIONS

Essential Knowledge and Abilities

3. Considerable knowledge of zoning, planning, and land division research and investigative techniques.
4. Working knowledge of the principles and practices of cartographic drafting.
5. Working knowledge of the use and application of GIS technology in land use planning.
6. Ability to analyze and interpret zoning and land division laws, ordinances and regulations.
7. Ability to secure facts through investigations and inspections and to effectively analyze and interpret them.
8. Ability to analyze and interpret subdivision designs, site plans, construction plans, specifications, maps, and layouts.
9. Ability to prepare detailed reports and make recommendations for submission to the zoning board of adjustment and/or local planning commissions.
10. Ability to establish and maintain effective working relationships with state and local agencies, officials, engineers, surveyors, developers, and the public.
11. Ability to prepare and make public presentations.
12. Ability to communicate effectively both verbally and in writing.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in planning, architecture, engineering, landscape architecture, geography, or closely related field.
2. Two years of responsible work experience in land use planning, zoning, and land division ordinance enforcement or administration or a closely related field.